



Council Action Form

MEETING DATE	Wednesday, April 12, 2017			
TITLE	NEW BUSINESS ITEM G: Consider Approval of Expenditure Exceeding \$5,000 (Town Facility Maintenance Department Lawn Care Equipment)			
SUBMITTED BY	Physical Plant Manager, Chuck Willig			
	Department: Town Administration			
MEETING TYPE	Work Session Executive	Regular	Special	Retreat
AGENDA CLASSIFICATION	Consent	Presentation	Unfinished Business	New Business
	Ordinance	Resolution	Employment Contract	Proposal
ORDINANCE/RESOLUTION (New ordinances or resolutions assigned a new)	1st Reading	2nd Reading	PUBLIC HEARING	3rd Reading
	Ordinance #:		Resolution #:	
CONTRACTS (Contracts must be previously signed by vendor for submission)	Contract Required: Yes No		Signed Contract Attached: Yes No	
APPROVALS/REVIEWS	Department Head		Budget/Finance	
	Assistant Town Manager		Legal Counsel - Steve Unger	
	Town Manager		Other:	
BACKGROUND(Includes Description and justification)	Physical Plant Manager, Chuck Willig, is asking to purchase 2 mowers to be operated by the Town Administration. This is one of the items presented to the Town Council during the 2017 Strategic Planning Workshop. Chuck has received quotes from 3 different vendors. The low quote is from MTE totaling \$17,000. The items would be funded using the Town Administration Capital Outlay line. There is currently \$410,000 in the Town Capital Outlay line.			

BUDGET AND FINANCIAL IMPACT (Includes project costs and funding sources)	Budgeted \$:	\$0
	Expenditure \$:	\$17,000.00
	Source of Funds \$:	2017 Budget - Town Capital Outlay Line
	Additional Appropriation #:	No
	Narrative:	Ongoing maintenance would come from the Town Building Line. Estimated annual maintenance is \$1,000/yr.
Resolution and Ordinance Only	Hold 1st Reading	
	Not Hold 1st Reading	
	Approve on Second Reading	
	Deny Approval	
PROJECT TIMELINE	Urgent	
STAFF RECOMMENDATION (Town Council reserves the right to accept or deny recommendations)	Approve the request	
SUPPLEMENTAL INFORMATION (List of all attachments)	Quotes	